

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8250	12. HUB: N/A	13. Order Type: Service
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185 *VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	5. PCC	14. Vendor Identification No: 14544445381-003	
	6. Current Document Num DT-9	15. Vendor Address: Solutions Training Group 314 E. Highland Mall Blvd, Suite 403 Austin, TX 787523735	
	7. Total Encumbrance \$2,250.00		
	8. REF DOC	16. Vendor Contact Info: Nicole Perrota Phone: (512) 284-7772 Fax: Email: nicole@solutionstraininggroup.com	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	9. Service Period or Expected Delivery Date: -	<u>INVOICE TO FOLLOW</u>	
	10. NIGP Code 924-25		
	11. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393

17. Description

Vendor to conduct an on-site workshop(s) for one of the following topics. Workshop will include eight (8) hours of material and up to thirty (30) TSLAC staff to attend.

Topics: Quality Listening OR Feedback & Coaching for Change

Date: To Be Determined

Location: 1201 Brazos Street, Austin, TX 78701

TSLAC Project Contact will coordinate with Vendor to determine the workshop date & time and approve the final topic(s) that will be provided for the on-site workshop. Vendor will invoice after the workshop have been conducted. TSLAC Project Contact: Latha Ramachandran; (512) 463-5497; lramachandran@tsl.texas.gov

Workshop should be conducted no later than August 30, 2016.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT
001	09301	16	7203	7399	\$450.00
002	17111	16	7203	7051	\$450.00
003	43111	16	7203	7054	\$450.00
004	52111	16	7203	7055	\$450.00
005	66111	16	7203	7699	\$450.00
Total:					\$2,250.00

19. Legal Cites:

20. Division Tracking Number: ADM 16-076

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency. If you need further proof of this, please contact the Agency Contact in box #11.

Confirmation of receipt is required, please sign box #23 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

22. Approval Signature 	Date 10/23/2015	23. Vendor Signature 	Date
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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED

DEC 17 2015

Fiscal Year 16

☒ Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO # _____

*CFO Signature not required for blankets

PO # 306-16-8250

Division Tracking # ADM 16-076

Previous PO # _____

Encumbrance Number _____

Requested Delivery Date: _____

Vendor Name: Solutions Southwest Training Group

Address: 314 E Highland Mall Blvd, Suite #403

City, State, Zip: Austin TX 78752

Phone: 512-284-7772 Fax: _____

Contact Name: Nicole Perrotta

Email: _____

Vendor #: _____

DUNS: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Workshop: Quality Listening Skills or Feedback & Coaching for Change (Date & Time TBA) 8-hour on-site workshop up to 30 registrants	924-25				\$2,250.00			7203
ADM/EXEC/IRT	924-25	1	lot	\$ 450.00	\$ 450.00	09301	7399	7203
ARIS	924-25	1	lot	\$ 450.00	\$ 450.00	52111	7055	7203
LDN	924-25	1	lot	\$ 450.00	\$ 450.00	17111	7051	7203
SLRM	924-25	1	lot	\$ 450.00	\$ 450.00	66111	7699	7203
TBP	924-25	1	lot	\$ 450.00	\$ 450.00	43111	7054	7203
Subtotal					\$ 2,250.00	if applicable		
Shipping & Handling								
Grand Total					\$ 2,250.00			

Special Instructions:

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

1. Requestor or Contract Manager Signature (always required)

Latha Ramachandran - 512-463-5497

Type name & phone number of Requestor or Contract Manager

Donna Warner 12-17-2015
Date

2. Purchasing Liaison Signature

See encs
Date

3. Division Director Signature (always required)

4. If IT related, send PR to Accessibility Team

For Accessibility Team:

ADA Compliant: (circle one) YES NO

6. Executive Signature (if required)

Donna Warner 12/17/15
Date

7. Chief Fiscal Officer (always required)*

P. Rodriguez, CFP 12/23/15
Date

Ordered by

To Be Determined
Estimated Delivery Date

5. Director or IRT (if required)

Date

Received by (signature)

Date

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/2015

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature

Date _____

1

2

3

4

5

6

7

Donna Warren

From: Latha Ramachandran
Sent: Thursday, December 17, 2015 10:04 AM
To: Donna Warren
Subject: Solutions Training Group - PO

Here is the info. I have. I'm waiting for her to call back with more information.

Quality Listening Skills **OR** the Feedback and Coaching for Change

Nov – Dec On-Site Promotion:

~~Book a 4-hour on-site workshop for only \$1,500 for up to 30 registrants~~

Book an 8-hour on-site workshop for only \$2,250 for up to 30 registrants (and yes, you can book a full day and break it up into 2 4-hour workshops to cover more material (*i.e. two different workshops*) or have more people take the same workshop (*i.e. up to 30 in the morning and up to 30 in the afternoon*))

Nicole Perrotta
(703) 216-5746
Solutions Training Group

Latha Ramachandran, M.A., PHR, SHRM-CP
Texas State Library and Archives Commission
Office: 512-463-5497
Fax: 512-463-3560



2,250⁰⁰

\$450⁰⁰

Donna Warren

ADM-EXEC-IRT

From: Donna Osborne
Sent: Thursday, December 17, 2015 12:32 PM
To: Donna Warren
Subject: RE: Workshops - Index Approval

For Exec, Admin, & IRT, use index 09301.

Donna Osborne
Chief Operations and Fiscal Officer
512-463-5440

From: Donna Warren
Sent: Thursday, December 17, 2015 12:23 PM
To: Donna Osborne; Ava M. Smith; Deborah Littrell; Jelain Chubb; Craig Kelso
Cc: Latha Ramachandran
Subject: Workshops - Index Approval

Director,

Please send index approval for the cost of future workshops (date and time to be determined).

8-hour on-site workshop:

Quality Listening Skills
Feedback & Coaching for Change

\$2250 / 5 divisions = \$450 per division

thanks so much

Donna W

From: Jelain Chubb
Sent: Thursday, December 17, 2015 12:57 PM
To: Donna Warren
Cc: Donna Osborne; Ava M. Smith; Deborah Littrell; Craig Kelso; Latha Ramachandran
Subject: Re: Workshops - Index Approval

52111

Sent from my iPhone

On Dec 17, 2015, at 12:23 PM, Donna Warren <dwarren@tsl.texas.gov> wrote:

Director,

Please send index approval for the cost of future workshops (date and time to be determined).

8-hour on-site workshop:

Quality Listening Skills
Feedback & Coaching for Change

\$2250 / 5 divisions = \$450 per division

thanks so much

Donna W

Donna Warren

LDN

From: Deborah Littrell
Sent: Thursday, December 17, 2015 12:33 PM
To: Donna Warren
Subject: RE: Workshops - Index Approval

17111 for LDN
Deborah

From: Donna Warren
Sent: Thursday, December 17, 2015 12:23 PM
To: Donna Osborne; Ava M. Smith; Deborah Littrell; Jelain Chubb; Craig Kelso
Cc: Latha Ramachandran
Subject: Workshops - Index Approval

Director,

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8-hour on-site workshop:

Quality Listening Skills
Feedback & Coaching for Change

\$2250 / 5 divisions = \$450 per division

thanks so much

Donna W

Donna Warren

SLRM.

From: Craig Kelso
Sent: Thursday, December 17, 2015 12:29 PM
To: Donna Warren
Subject: Re: Workshops - Index Approval

66111 for SLRM

Sent from my iPhone

On Dec 17, 2015, at 12:23 PM, Donna Warren <dwarren@tsl.texas.gov> wrote:

Director,

Please send index approval for the cost of future workshops (date and time to be determined).

8-hour on-site workshop:

Quality Listening Skills
Feedback & Coaching for Change

\$2250 / 5 divisions = \$450 per division

thanks so much

Donna W

Donna Warren

TBP

From: Ava M. Smith
Sent: Thursday, December 17, 2015 2:15 PM
To: Donna Warren
Subject: RE: Workshops - Index Approval

TBP 43111.

Ava

Ava M. Smith
Division Director, Talking Book Program
Texas State Library and Archives Commission
1201 Brazos St.
P.O. Box 12927
Austin, TX 78711-2927
(512) 463-5428 office
(512) 936-0685 fax
ava.smith@tsl.texas.gov
www.texastalkingbooks.org

From: Donna Warren
Sent: Thursday, December 17, 2015 12:23 PM
To: Donna Osborne; Ava M. Smith; Deborah Littrell; Jelain Chubb; Craig Kelso
Cc: Latha Ramachandran
Subject: Workshops - Index Approval

Director,

Please send index approval for the cost of future workshops (date and time to be determined).

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thanks so much

Donna W